

**IN THE IOWA DISTRICT COURT FOR THE FIFTH JUDICIAL DISTRICT**

**IN RE THE POLK COUNTY CLERK OF  
COURT AND SUPERVISORS  
DESIGNATION BY THE CHIEF JUDGE  
TO EXCEPT CERTAIN FILERS FROM  
THE ELECTRONIC DOCUMENT  
MANAGEMENT SYSTEM (EDMS)  
PURSUANT TO IOWA RULE OF  
COURT 16.302(2)**

**ADMINISTRATIVE ORDER 2013-5**

**WHEREAS** the Electronic Document Management System (EDMS) governed by Chapter 16 of the Iowa Rules of Court began implementation by case type in Polk County starting with Small Claims on Tuesday, January 15, 2013; and Iowa Court Rule 16.302(2) provides:

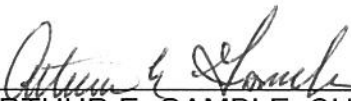
***Exceptions.** For good cause, the court, or clerk if no judge is available, may authorize a filer to submit a document by nonelectronic means to the clerk for filing. Upon a showing of exceptional circumstances that it is not feasible for a party to file documents by electronic means, the chief judge of the district in which a case is pending or the chief judge's designee may excuse the party from registering to participate in the electronic filing system for purposes of that case.*

**NOW, THEREFORE, IT IS HEREBY ORDERED** for good cause shown during court proceedings, a judge may authorize a filer to submit a document by non-electronic means for filing with the Clerk of Court. However, outside of court proceedings, a judge will not be available due to other judicial duties. Outside of court proceedings, the Polk County Clerk of Court, Deputy Clerk of Court, Compliance/Training Coordinator and Trial Court Supervisors within their divisional responsibilities may, for good cause shown, authorize a filer to submit a document by non-electronic means to the Clerk for filing.

**IT IS FURTHER ORDERED** that the Polk County Clerk of Court, Deputy Polk County Clerk of Court, Compliance/Training Coordinator and the Trial Court Supervisors within their divisional responsibilities are hereby designated by the Chief Judge of the Fifth Judicial District to consider requests by a party to be excused from registering to participate in the EDMS system on a case by case basis. A party requesting an

exception must show exceptional circumstances that it is not feasible for that party to file documents by electronic means. In cases where such feasibility is not readily apparent, the designee shall consult with the Chief Judge or District Court Administrator.

DATED this 18 day of January, 2013

  
ARTHUR E. GAMBLE, CHIEF JUDGE  
FIFTH JUDICIAL DISTRICT OF IOWA

Cc: Randy Osborn, Polk County Clerk of Court  
Cindy Johnson, Deputy Polk County Clerk of Court  
Joshua Miller, Compliance/Training Coordinator, Polk County Clerk of Court's Office  
All Polk County Clerk's Office Trial Court Supervisors  
Elizabeth Baldwin, District Court Administrator  
Anne Sheeley and Billie Ramey, Assistant DCA's  
All Polk County District Court Judges  
All Polk County District Associate Court Judges  
All Polk County Magistrates  
All Polk County Court Attendants/Judicial Assistants  
All Polk County Court Reporters  
All Fifth District Case Coordinators  
All Fifth District Law Clerks  
Justice David Wiggins, Supreme Court Liaison to the Fifth Judicial District  
David Boyd, State Court Administrator  
Ken Bosier, Information Technology Director, Iowa Judicial Branch  
Marsha Fox, ICIS Staff  
Brian Glass, ICIS Staff  
Diana Swanson, ICIS Staff  
Laura Hayes, ICIS Staff  
Nicole Clark, ICIS Trainer

FILED  
POLK COUNTY, IA.  
13 JAN 18 PM 3:34  
CLERK DISTRICT COURT